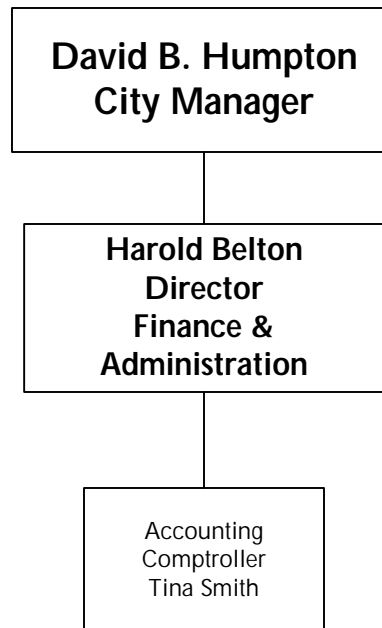




# FINANCE & ADMINISTRATION



## FINANCE AND ADMINISTRATION DEPARTMENT OVERVIEW

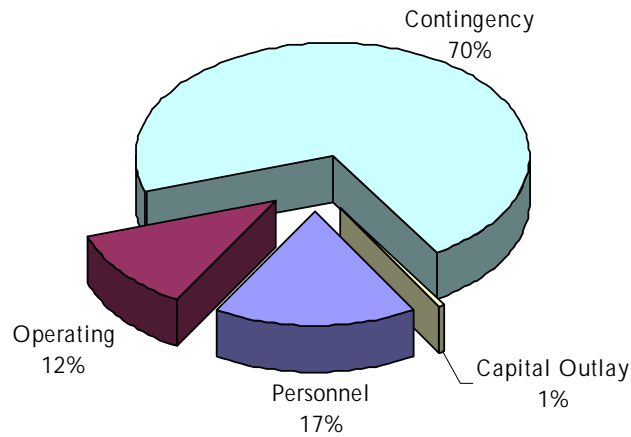
### MISSION:

To maintain superior standards in governmental accounting and reporting. Provide accurate, timely personnel information, services, and financial system training for all City employees.

<b>Budget Summary</b>	<b>Budgeted 2001 - 02</b>	<b>Budgeted 2002 - 03</b>	<b>Proposed 2003 - 04</b>	<b>Adopted 2003 - 04</b>
Finance & Administration	\$ 558,420	\$ 551,101	\$ 601,974	\$ 601,974
General Services	97,174	97,195	97,270	97,270
Non-Departmental	9,407,966	6,087,136	5,571,785	5,604,573
<b>TOTAL</b>	<b>\$ 10,063,560</b>	<b>\$ 6,735,432</b>	<b>\$ 6,271,029</b>	<b>\$ 6,303,817</b>

# FINANCE AND ADMINISTRATION DEPARTMENT OVERVIEW

Finance and Administration  
FY 2004 Budget of \$6,303,817



## STAFFING SUMMARY BY POSITION:

<i><b>Finance &amp; Administration:</b></i>	<b>FY 03</b>	<b>FY 04</b>
Director of Finance & Administration	1.0	1.0
Comptroller	1.0	1.0
Senior Accountant	1.0	1.0
Accounting Technician	2.0	2.0
Administrative Assistant	1.0	1.0
Part-Time Personnel	0.3	0.3
<b><i>Subtotal</i></b>	<b>6.3</b>	<b>6.3</b>

<i><b>General Services:</b></i>	<b>FY 03</b>	<b>FY 04</b>
None	0.0	0.0

<i><b>Non-Departmental:</b></i>	<b>FY 03</b>	<b>FY 04</b>
None	0.0	0.0

<i><b>TOTAL:</b></i>	<b>FY 03</b>	<b>FY 04</b>
Personnel	6.3	6.3

# Finance & Administration

## 1141 - Finance & Administration

### SERVICES PROVIDED:

The Finance & Administration Department is responsible for overseeing and preserving the fiscal stability of the City and the safeguarding of City assets, as well as providing reporting and analysis to departments and external customers. The department maintains the highest standards in governmental accounting, management and financial reporting. Finance and Administration prepares the City's Annual budget, processes all City disbursements to vendors and through payroll, and implements fiscal policy as directed by the City Manager.

### FY WORK PLAN GOALS:

- Implement new Fixed Asset Accounting module in MUNIS, complying with GASB 34.
- Obtain GFOA's Distinguished Budget Award.
- Provide the citizens of Gaithersburg and City staff with a clear and comprehensive budget document that thoroughly communicates the financial plan of the City.
- Provide user departments with on-line requisitioning and interactive reporting capability in MUNIS.

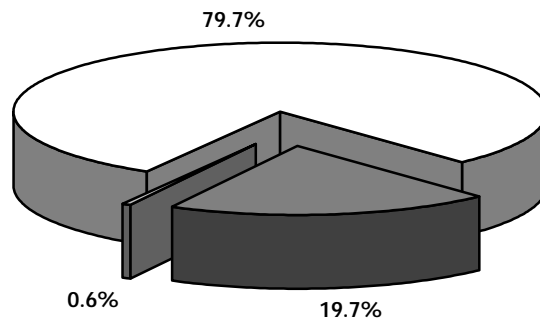
### SIGNIFICANT CHANGES FOR FY 04:

- Accounting & Audit increased \$27,000 to cover the additional audit requirements in compliance with GASB 34.

Summary	Budgeted 2001 – 02	Budgeted 2002 – 03	Proposed 2003 – 04	Adopted 2003 – 04
Personnel Services	\$434,890	\$463,096	\$479,760	\$479,760
Other Operating Expenses	120,487	84,600	118,855	118,855
Capital Outlay	3,043	3,405	3,359	3,359
<b>TOTAL</b>	<b>\$558,420</b>	<b>\$551,101</b>	<b>\$601,974</b>	<b>\$601,974</b>

**Finance & Administration**  
**FY 2004 Budget of \$601,974**

- ☐ Personnel Services
- ☒ Other Operating Expenses
- ☐ Capital Outlay



Performance Measures	Actual 2001 – 02	Budgeted 2002 – 03	Projected 2003 – 04
Number of Accounts Payable Checks Processed	8,000	8,500	9,000
Maximum Number of Days to Process Invoices	5	5	5
GFOA Comments on CAFR	5	5	5
GFOA Comments on Budget	10	5	5

## Finance & Administration

### 1149 - General Services

#### SERVICES PROVIDED:

General Services is responsible for providing supplies and maintenance services that are purchased and used for the general benefit of all departments, including office supplies, copy services and supplies, stationery, and envelopes.

#### FY WORK PLAN GOALS:

- Provide for optimal cost effective procurement of equipment, services and operating supplies needed by the City.

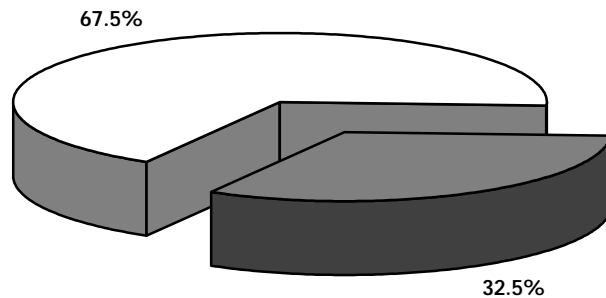
#### SIGNIFICANT CHANGES FOR FY 04:

- No Significant Changes

Summary	Budgeted 2001 – 02	Budgeted 2002 – 03	Proposed 2003 – 04	Adopted 2003 – 04
Personnel Services	\$0	\$0	\$0	\$0
Other Operating Expenses	81,964	65,535	65,620	65,620
Capital Outlay	15,210	31,660	31,650	31,650
<b>TOTAL</b>	<b>\$97,174</b>	<b>\$97,195</b>	<b>\$97,270</b>	<b>\$97,270</b>

**General Services**  
**FY 2004 Budget of \$97,270**

- ☐ Other Operating Expenses
- ☒ Capital Outlay



## Finance & Administration

### 1911 - Non-Departmental

#### SERVICES PROVIDED:

Non-Departmental is used to provide City-wide funding not directly related to a specific department. This section of the annual budget contains expenditures essential to the City government's operation which, because of their nature, are cross-departmental. These include premiums for workers' compensation insurance; unemployment compensation contribution; property and liability insurance; and the City's self-insurance fund. Also included in this activity are appropriations to be transferred from the General Fund to the Capital Projects Fund.

#### FY WORK PLAN GOALS:

- Provide appropriate and necessary funding for non-departmental expenditures.

#### SIGNIFICANT CHANGES FOR FY 04:

- CIP transfer decreased \$607,173 from prior year.
- Group Insurance - Retirees increased \$42,175 to reflect amounts transferred from 514000, projected premium rate increases, and additional retirees.
- Group Insurance decreased \$110,000 to reflect reallocations to user departments and to correct amounts attributable to retirees, 514100.
- Insurance - Not Payroll increased \$30,000 to reflect projected premium rate increases.
- Rental & Use increased \$175,000 for leased access charges. Totally offset by \$175,000 in CATV access fees.
- Security Services decreased \$15,000 and allocated into City facilities.
- Vacation & Sick Pay increased \$25,000 to reflect actual usage in FY 03.
- Workers Compensation Insurance decreased \$34,660 due to reduction in claims.

Summary	Budgeted 2001 - 02	Budgeted 2002 - 03	Proposed 2003 - 04	Adopted 2003 - 04
Personnel Services	\$554,546	\$636,025	\$569,285	\$569,285
Other Operating Expenses	343,360	356,200	547,550	547,550
Capital Outlay	8,721,360	5,094,911	4,454,950	4,487,738
<b>TOTAL</b>	<b>\$9,619,266</b>	<b>\$6,087,136</b>	<b>\$5,571,785</b>	<b>\$5,604,573</b>

**Non-Departmental**  
**FY 2004 Budget of \$5,604,573**

- ☐ Personnel Services
- ☒ Other Operating Expenses
- ☐ Capital Outlay

